



State of California  
**Employment Training Panel**

*Arnold Schwarzenegger, Governor*

October 13, 2009

Mark Krebs, President  
Pacific Advanced Civil Engineering, Inc.  
17520 Newhope Street  
Fountain Valley CA 92708

Dear Mr. Krebs:

**RE: SMALL BUSINESS FINAL MONITORING REPORT for Pacific Advanced Civil Engineering – ET09-0107**

<b>Date of Meeting:</b>	7/13/09
<b>Beginning/Ending Time:</b>	1:30 p.m. – 2:00 p.m.
<b>Date of Last Meeting:</b>	12/4/08
<b>Meeting Location:</b>	Teleconference
<b>Persons in attendance:</b>	Gary Tolosa, Vice President of Operations, PACE; Joe Davey, Contract Analyst, ETP
<b>Action Required:</b>	No

**CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	7/1/08 – 6/30/09	<b>Agreement Amount:</b>	\$46,800
<b>Training Start Date:</b>	7/1/08	<b>No. to Retain:</b>	72
<b>Date Training must be Completed:</b>	4/1/09	<b>Range of Hours:</b>	8 – 60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	25

There were no action-items resulting from this meeting.

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5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

## **FINAL REPORT SUMMARY:**

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 9/24/08 and training began on 7/1/08. Your staff reported that all training was completed on 3/31/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 6/30/09.

- **INTERVIEW WITH Gary Tolosa, Vice President of Operations, PACE**

Mr. Tolosa reported that ETP-funded training greatly assisted PACE in providing important skills to its engineers and technical staff. Without the training that ETP funding provided, it would have been difficult for the company to stay current with some of the latest in new software and technologies. ETP training allowed the company to cross-train many employees, providing them with a broader skill set to help the company during the economic downturn. He reported that, despite the company's training efforts, the economic downturn compelled PACE to layoff nearly 30 employees (42% of its workforce) during the term of the Agreement. He reported that there were no difficulties with ETP record keeping, even though his administrative staff person had no prior experience with ETP administration. He reported that ETP's Help Desk was very helpful in answering any questions he and his staff had.

Mr. Tolosa provided Mr. Davey with projected statistics for the closeout of the Agreement. According to PACE's records at the time of this final meeting, the company expected to retain a total of 32 trainees (44.4% percent of planned retentions) for a total reimbursement of \$13,390, (28.6% of the encumbered amount).

As of the date of this report, Contractor records show that 32 trainees have completed training and the 90 day retention period (44.4% of planned retentions). PACE, Inc. has received \$13,390 in progress and final payments, all of which has been approved as earned. The closeout invoice was submitted on 7/20/09.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	51	<b>Completed Training:</b>	32
<b>Trainees Enrolled:</b>	72	<b>In Retention Period:</b>	32
<b>Dropped Following Enrollment:</b>	14	<b>Completed Retention:</b>	0
<b>No. Completed Minimum Reimbursable Hours :</b>	32		

## **PROJECT ADMINISTRATION/TRACKING:**

<b>Online tracking hours up to date?</b>	Yes
<b>Accessing or Uploading issues?</b>	No

Total recorded class/lab training hours for trainees who meet at least the minimum as of the date of meeting:			548
Total potential ETP projected reimbursement based on eligible class/lab training hours tracked to date:			\$14,248
Progress payment invoices submitted to date:	8	Paid to Date:	\$13,390
		Earned to Date:	\$13,390

**ATTENDANCE ROSTERS:**

Attendance Rosters reviewed: (Include No. of rosters reviewed or dates covered in review)	16	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

No issues to report.

**AUDIT:**

PACE will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

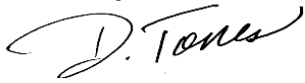
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Joe Davey at (619) 686-1919 or at JDavey@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Field Office



Joe Davey, Contract Analyst  
San Diego Field Office

cc: Gary Tolosa, V.P. Operations, PACE  
Kulbir Mayall, Manager, Fiscal Unit

Master File  
Project File

Date report mailed to Contractor October 14, 2009